



UNIVERSITY OF ST ANDREWS

**PROCEDURES RELATING TO STUDENT MISUSE OF ALCOHOL,
DRUGS AND OTHER SUBSTANCES**

Document Title	Procedures relating to Student Misuse of Alcohol, Drugs and Other Substances.
Scope	Applies to all students: Undergraduate, Taught and Research Postgraduate
Relationship with other policies	Accompaniment to Policy Statement on the Student Misuse of Alcohol, Drugs and Other Substances. Supersedes all previous versions of the University's Alcohol and/or Drugs Policies.
Owner	Proctor's Office
Approving Committee	Governance & Nominations Committee (for the University Court)
Policy approved date	22 May 2014
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UNIVERSITY OF ST ANDREWS

PROCEDURES RELATING TO STUDENT MISUSE OF ALCOHOL, DRUGS AND OTHER SUBSTANCES

A. Controlled Drugs

1. For the purposes of this policy, the term 'Controlled Drugs' refers to substances listed under the Misuse of Drugs Act, the Medicines Act or other relevant legislation.
2. **Possession.** In the United Kingdom, the possession and supply of controlled drugs without lawful authority are serious offences punishable by a range of sanctions, including imprisonment. Any student charged with, or found in, possession without lawful authority of controlled drugs will undergo a risk assessment to consider their ability to continue safely with their academic studies as part of the University community. The full range of risk assessment measures may apply, but if considered suitable, the student will be expected to engage with an appointed member of Student Services.
3. **Supply.** In circumstances where it is suspected that a student is supplying controlled drugs, the student will undergo a University risk assessment, the most likely outcome of which is suspension from the University with immediate effect pending legal proceedings or the outcome of an internal University investigation of the alleged offence. Suspension does not of itself imply guilt but is good practice in protecting the interests of the student and the University community. During suspension, no academic progress will be possible, no grades will be reported, access to University premises may be restricted and the student may be required to remove themselves from the University community altogether.
4. **Conviction.** Any student convicted of any offences under the misuse of drugs legislation or other relevant legislation will face a separate University penalty. Offences could include:
 - a. possession of a controlled drug for personal use;
 - b. the production of and import or export of a controlled drug;
 - c. supplying controlled substances for 'commercial' purposes;
 - d. supplying controlled substances for 'non-commercial' purposes, e.g. giving a friend a drug with no money changing hands;
 - e. drug driving offences
5. The University's response will be proportionate to the details of each case, including the threat of harm to others, and may include the imposition of conditions in return for permission to continue academic study. A student convicted of the supply of controlled drugs will normally be expelled permanently from the University.

B. Other Substances including Prescription Medications, 'performance enhancing drugs' and 'Legal Highs'

1. Students are reminded that there is legislation restricting the use of prescription drugs. For example, it is illegal to be in possession of, or consume, or supply to another person, medication prescribed for

someone else. In addition, there are some drugs that are widely available in other countries that cannot be prescribed in the Scotland. The University will not tolerate any illegal purchase, supply or consumption of prescription medication and will take disciplinary action against such behaviour.

2. The University strongly condemns both the supply and consumption of New Psychoactive Substances often referred to as 'legal highs', which may endanger both the user and others. Any actions adversely affecting others resulting from such supply or consumption, or where such supply or consumption is considered an aggravating factor, will result in disciplinary action by the University, in addition to any legal consequences.

C. Alcohol

1. Students are reminded that there are national and local laws restricting the use of alcohol. For example:
 - a. it is illegal for a person under the age of 18 to buy alcohol;
 - b. it is illegal in St Andrews to consume alcohol in the street unless in designated areas outside licensed premises;
 - c. it is illegal to drive while under the influence of alcohol.
2. Events taking place on University property or in University premises where alcohol is being sold or provided as part of an admission charge must have an appropriate licence issued by Fife Council. At all such events the University will exclude the sale or supply of alcohol to any person under or suspected of being under the age of 18 years, and may require proof of identification where age is in doubt.
3. The University strongly condemns both the excessive consumption of alcohol and all illegal actions involving alcohol, which may endanger the user and others. Any antisocial behaviour and actions adversely affecting others resulting from such consumption, or where such consumption is considered an aggravating factor, will result in disciplinary action by the University, in addition to any legal consequences.

D. Tampering with drinks or food

1. Students are reminded that adding psychoactive substances, including alcohol, to food or drink without the knowledge of the person consuming it (commonly known as 'spiking') is not only irresponsible but may count as a criminal offence, punishable by a prison sentence. Any student charged with spiking food or drink, or any similar behaviour, will be required to undergo a University risk assessment and may be suspended from the University pending Court proceedings. During suspension, no academic progress will be possible, no grades will be reported, access to University premises may be restricted and the student may be required to remove themselves physically from the University community altogether.

2. Any student guilty of spiking the food or drink of another person, or of similar behaviour, will normally be expelled permanently from the University.

E. General points relating to disciplinary action

1. In circumstances where it is suspected that a student is contravening the University's standards or the law in relation to substances covered by the present policy and procedures, the student will undergo a University risk assessment, the most likely outcome of which is suspension from the University with immediate effect pending legal proceedings or the outcome of an internal University investigation of the alleged offence. Suspension does not of itself imply guilt but is good practice in protecting the interests of the student and the University community. During suspension, no academic progress will be possible, no grades will be reported, access to University premises may be restricted and the student may be required to remove themselves physically from the University community altogether.
2. Any student convicted of any offences relating to substances covered by the present policy and procedures will face a separate University penalty. The University's response will be proportionate to the details of each case, including the threat of harm to others, and may include the imposition of conditions in return for permission to continue academic study. A student convicted of dealing in such substances will normally be expelled permanently from the University.
3. Disciplinary action by the University is not contingent upon conviction in a court of law, and the standard of evidence required for University disciplinary action is based upon the balance of probabilities rather than a case being proved beyond reasonable doubt. Any disciplinary offence involving substances covered by the present policy and procedures may therefore lead to expulsion from the University.
4. It is not necessary that an incident relating to substances covered by the present policy and procedures take place on University premises for the University to take action in relation to a student (whether currently matriculated, or on Leave of Absence, suspension, etc.), if a credible risk is posed to the student, to other persons or to the University.
5. The University maintains reporting mechanisms for any staff who suspect that substances covered by the present policy are in the possession of an individual or on University premises. Depending on the circumstances, the Police may be contacted.
6. A student requesting special treatment of any kind (e.g. Leave of Absence, extended deadlines, review of Termination of Studies) where misuse of the substances covered by the present policy and procedures forms part of the case will be expected to show evidence of a commitment to addressing the issue. Evidence of fitness to return may also be required after any period of absence. It should be noted that compliance with these steps will not of itself guarantee that special treatment will be granted.

F. Support and seeking help

1. A student who recognises that they have a problem with alcohol or substance misuse and who wishes to receive counselling or support is encouraged to approach Student Services where University staff will provide advice and assistance.
2. Students may wish to seek private treatment and there are various options that include residential and detox services, community treatment, online support, mutual aid and counselling. Student Services provides information on its website.
3. If staff become aware of a student experiencing difficulties arising from drug, substance or alcohol misuse they should raise this with the student and direct them to suitable sources of advice and assistance including Student Services.
4. As part of a risk assessment, a student may be required to sign up to a welfare 'contract', for example, undertaking to pursue counselling or obtain certification of fitness to continue their studies after a period of absence from the University.
5. Suggested support services accessible to students and staff are available from Student Services at <http://www.st-andrews.ac.uk/student-services/>. Advice can also be sought via the national drugs helpline Know the Score on 0800 587 5879.